

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2009-10**

Department: BOARD OF SUPERVISORS  
(00100)  
Function: General  
Activity: Legislative & Administrative  
Fund: General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2007-08</u>	<u>BOARD APPROVED EXPENDITURES 2008-09</u>	<u>DEPARTMENT REQUEST 2009-10</u>	<u>CAO RECOMMENDATION 2009-10</u>
<b><u>SALARIES &amp; EMPLOYEE BENEFITS</u></b>				
710102 Permanent Salaries	843,455	890,000	885,000	885,000
710103 Extra Help	7,385	0	0	0
710200 Retirement	202,004	235,400	242,100	242,100
710300 Health Insurance	98,201	100,100	99,500	99,500
710400 Workers' Compensation Insurance	7,158	4,857	5,015	5,015
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,158,203</b>	<b>1,230,357</b>	<b>1,231,615</b>	<b>1,231,615</b>
<b><u>SERVICES &amp; SUPPLIES</u></b>				
720300 Communications	14,335	14,000	15,000	13,500
720600 Insurance	2,174	4,471	3,030	3,030
720800 Maintenance - Equipment	2,242	4,000	20,225	18,000
721100 Memberships	28,009	32,375	32,400	32,400
721300 Office Expense	14,952	16,000	16,000	15,000
721400 Professional & Specialized Services	168,951	203,950	190,500	186,600
721500 Publications & Legal Notices	10,771	14,000	14,000	13,000
721600 Rents & Leases - Equipment	9,802	16,800	17,250	16,250
721900 Special Departmental Expense	3,248	4,500	4,500	4,000
722000 Transportation & Travel	65,082	60,000	65,000	60,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>319,566</b>	<b>370,096</b>	<b>377,905</b>	<b>361,780</b>
<b><u>FIXED ASSETS</u></b>				
740300 Equipment	2,251	0	21,500	0
<b>TOTAL FIXED ASSETS</b>	<b>2,251</b>	<b>0</b>	<b>21,500</b>	<b>0</b>
<b>TOTAL - BOARD OF SUPERVISORS</b>	<b>1,480,020</b>	<b>1,600,453</b>	<b>1,631,020</b>	<b>1,593,395</b>

COMMENTS

The Board of Supervisors is the legislative and executive governing body of County Government. One Supervisor is elected from each of the five supervisorial districts of the County.

The Board meets regularly on the first four Tuesdays of each month in the County Government Center in Madera. The public is invited to attend and participate. Any member of the public wishing to bring a matter to the attention of the Board may contact the Clerk of the Board so that the item may be placed on the agenda. Within limits prescribed by law, the Board enacts ordinances and rules, determines County policy, supervises the activities of County Departments, adopts an annual budget, and fixes salaries. The Clerk of the Board is appointed and serves at the pleasure of the Board, and performs all acts required by law or by ordinance, as directed by the Board. During the 2006-07 Fiscal Year, the Board filled the remaining Legislative Assistant positions. This allows each Board Member to have an individual Legislative Assistant to assist the Board Members with their workload. All Board meetings are video-streamed and supporting documents are made available to the public on-line for each agenda item.

WORKLOAD

	Actual <u>2007-08</u>	Actual & Estimated <u>2008-09</u>	Projected <u>2009-10</u>
Board Agendas Prepared	57	57	60
Planning Matters	98	82	91
Agricultural Preserves (Applications, Contracts, Cancellation Requests)	44	9	7
Board of Equalization (Appeals, Stipulations, Protest Hearings, Withdrawals)	196	1,432	721
Agenda Items (each item performed separately):			
Action Summary, Minute Orders, Board Proceedings	1,423	1,425	1,500
Ordinances	36	35	35
Resolutions	257	250	250
Contracts, Insurance Certificates, Bonds Processed	628	630	675
Appointments to Committees	76	80	80
Index/Imaged Items	77,777	72,000	75,000
Claims Filed	12	20	25
Board Backup Material	1,300	1,300	1,350
Litigation Filed	14	30	35
Service Areas/Maintenance Districts (Applications, Hearings and Zones)	17	11	17
Board and Other Miscellaneous Meetings Clerked	83	94	100

REVENUE

	Actual 2007-08	Actual & Projected 2008-09	Projected 2009-10
Agenda Subscriptions	\$ 144	\$ 144	\$ 144
Agricultural Preserve Fees	4,200	300	300
Agricultural Preserve Cancellation Fee	-0-	250	250
Photocopy Charges	418	500	500
Board of Equalization Filing Fee	400	800	1,000
Outdoor Event Filing Fee and Film Permits	-0-	200	200
Planning Hearing Continuances	-0-	50	100
Maintenance District and Service Area Filing Fees	-0-	450	600
Total Revenue	\$ 5,162	\$ 2,694	\$ 3,094

STAFFING

	2008-09 Authorized	2009-10 Request & Recommend
<u>Permanent</u>		
Assistant Clerk to the Board of Supervisors	2	1
Chief Clerk to the Board of Supervisors	1	1
Deputy Clerk to the Board of Supervisors I or II	3	4
Legislative Assistant	5	5
Members, Board of Supervisors	5	5
Total Permanent	16	16

SALARIES & EMPLOYEE BENEFITS

- 710102      Permanent Salaries are recommended at \$885,000 based on present cost of staff.
- 710200      Retirement reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300      Health Insurance is based on the employer's share of health insurance premiums.
- 710400      Workers' Compensation reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300      Communications (\$13,500) provides for the cost of all telephones and two FAX machines for this Department, and is recommended decreased \$500 from current year appropriation based on current usage. The recommended reduction is based on budget limitation and the need to conserve funds.
- 720600      Insurance contribution is required to fund the County's Self-Insured Liability Program.
- 720800      Maintenance - Equipment is recommended at \$18,000. This account will provide for selective maintenance costs for computers, printers, typewriters, transcription machine, microfilm reader, fax machine, and general maintenance for office equipment. This recommended allocation is based on the last three fiscal years' actual expenditures for maintenance of office equipment. All maintenance for Board of Supervisors' Chamber equipment will expire in May 2009. At this time, it is recommended that an agreement be entered into for maintenance of all video equipment in the Board Chambers, which is estimated at \$15,000.
- 721100      Memberships is recommended at \$32,400, which covers dues of County Supervisors' Association of California (\$15,162), Regional Council of Rural Counties (\$11,875), Board Clerks' Association (\$200), CSAC Research Unit (\$2,000), National Association of Counties (\$2,366), County Clerk Assn. (\$225), Public Sector Information (\$175), and National Forest Counties and School Coalition (\$397).
- 721300      Office Expense is recommended at \$15,000 based on anticipated expenditures. This account includes office supplies, printing, newspaper subscriptions, recording and computer supplies.

SERVICES & SUPPLIES (continued)

721400 Professional & Specialized Services is recommended at \$186,600. The recommended amount is to provide for the following items:

	<u>Requested</u>	<u>Recommended</u>
Outside Audit Services	95,000	109,000
County Code Supplements	7,000	6,000
Grant Writer Consultant	60,000	55,000
Miscellaneous Services	1,000	1,000
Video Streaming Services	15,600	15,600
Audio-Visual System (Board Chambers)	11,900	(Budgeted funds in Maintenance - Equipment account)

721500 Publications & Legal Notices (\$13,000) is recommended decreased \$1,000 from current fiscal year. This account provides for publishing ordinances, appeals, notices, hearings, and various Board proceedings.

721600 Rents & Leases - Equipment (\$16,250) covers the rental cost of vehicles from the Central Garage and copier rental. Vehicle rental is estimated at approximately 5,000 miles at 45¢ per mile based on current usage. This account will also provide funds for the rental of two copiers at an estimated cost of \$14,000.

721900 Special Departmental Expense is recommended at \$4,000. This account provides funds for miscellaneous events, award plaques, commendations, certificates, storage, and various Departmental supplies.

722000 Transportation & Travel (\$60,000) is recommended unchanged from current year appropriation and covers the cost of conferences, mileage, seminars, and training for staff, Board Members and Legislative Assistants.

FIXED ASSETS

Equipment

The Department has requested replacement of 26 computers at a cost of \$21,500. This request is not funded in this budget and is addressed in the Information Technology budget.